NRSA/VA FELLOWSHIP UNIVERSAL CALENDAR 2005-2006

Task	Date			20	05			2006						
		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
SELECTION														
Ad Submission (SGIM Newsletter)			Х											
SGIM Fellowship Program Directory				Х										
Brochure Distribution		Х												
Application Distribution (initial contact w/app) [ONGOING]														
Review and match with faculty who shares research interest [ONGOING]														
Interviews (scheduling) [ONGOING]														
Acceptance Packet (fellowship contract, PH application, CA license) [UPON ACCEPT]														
MEETINGS														
Monthly Directors' Meeting		Х		Х		Х	Х	Х	Х	Х				
Request Transcripts			Х											
Work-In Progress Meetings (WIP)Fall/Spring						Х							Х	
Retreat (June)													Х	
ASSOCIATION MEETINGS														
2005 AAP Conference & Exhibition Washington, DC)	Oct. 10-11				Х									
2006 Society for General Internal Medicine (SGIM) Annual Meeting (Los Angeles, CA)	April 26-29										Х			
2006 AcademyHealth Annual Meeting (Seattle, WA)	June 25-27												Х	
2006 VA HSR&D Annual Meeting (Washington, DC)	Feb 15-17								Х					
2006 American Geriatrics Society Annual Meeting (Chicago, IL)	May 2-6											Х		
2005 American Public Health Association (APHA) Annual Meeting (New Orleans, LA)	Nov. 5-9					Х								
2005 North American Primary Care Research Group (NAPCRG) Annual Meeting (Quebec City, CANADA)	Oct. 15-18				Х									
2006 Society of Teachers of Family Medicine	April 26-30										Х			
(STFM) Annual Meeting 2005 (San Francisco, CA) 2006 AIDS LifeCycle Ride -(from San Francisco to LA: 7 Days)	June 4-10												Х	

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HOLIDAYS															
Independence day	Jul. 4	Х													
Labor day	Sept. 5			Х											
Columbus day (VA only)	Oct. 10				Х										
Veterans day	Nov. 11					Х									
Thanksgiving day	Nov. 24-25					Х									
Christmas Holiday	Dec. 26-27						Х								
New Year's day	Dec. 30 & Jan. 2						X	Х							
MLK Birthday	Jan. 16							Х							
Presidents Holiday	Feb. 20								Х						
Cesar Chavez Holiday	March 31									Х					
Memorial day	May 29											Х			
PROGRAM REQUIREMENTS															
Quarterly Reports from Fellows (Collected)															
Quarterly Reports from two Research Mentors (Collected)															
Collect Social Contracts															
UCLA Final EXAM SCHEDULE															
Fall Quarter-05	Dec. 12-16						Х								
Winter Quarter-06	March 20-24									Х					
Spring Quarter-06	June 12-16												Х		
Fall Quarter-06	Dec. 11-15						Х								
Internal Medicine Board Exam - 2005	Aug. 23-24 Nov. 3, 10, 16		Х			Х									
Emergency Medicine Board Exam - 2005	Nov. 11					X									
Milestones for Year 1 Fellows															
Social Contract Due 9/30/05	Sept. 30			Х											
Identify Reseach Mentor	Oct.				Х										
Preliminary Research Ideas to Program Mentor	Oct.				X										

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		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
October 1st, Quarterly Reports from two Research Mentors	Oct.1				Х								
Presentation of Work-to-Date to Program Faculty	Nov.					Х							
January 1st, Quarterly Reports from two Research Mentors	Jan.1							Х					
VA HSR&D Annual Meeting and Fellowship Poster Competition (Abstract Due October 1)	Feb. 15-17								Х				
Present Research Protocol for Preliminary Approval to Program Director, Program Mentor, Research Mentors	April										Х		
Presentation of Work-to-Date to Program Faculty	April										Х		
April 1st, Quarterly Reports from two Research Mentors	April 1										Х		
Final Protocol Submitted for Review to Protocol Committee	June												Х
Final Protocol Committe Meeting	June												Х
Final Protocol Approved	June												Х
Fellowship Retreat	June												Х
AHRQ/HSRA Annual Trainee Meeting (at AHSR)	June												Х
July 1st, Quartely Reports from two Research Mentors	July 1												
Milestones for Year 2 Fellows													
Complete Data Collection	Jan.							Х					
VA HSR&D Annual Meeting and Fellowship Poster Competition (Abstracts Due October 1)	Feb. 15-17								Х				
Complete Data Analysis	April										Х		
Prepare Abstract for Presentation	April										Х		
Submit Paper for Publication	June												Х
Fellowship Retreat	June												Х
AHCPR/HSRA Annual Trainee Meeting (at AHSR)	June												Х
Social Contract from Fellow	June												Х

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July 1st, Quarterly Reports from two Research Mentors	July 1	Х															
October 1st, Quarterly Reports from two Research Mentors	Oct. 1				Х												
Presentation of Work-to-Date to Program Faculty	Nov.					Χ											
Milestones for Year 3 Fellows																	
Quarterly Reports from two Research Mentors	Quarterly	Х			Х			Х			Х						
Social Contract from Fellow	Sept/June			Year 1									Year 2				
Presentation of Work-to-Date to Program Faculty	Nov./April					Х					Х						
AHCPR/HRSA Annual Trainee Meeting (at AHSR)	June												Х				
MISCELLANEOUS ITEMS																	
Orientation																	
Clinical Scholar Fellows	July	Х															
Multicampus Fellows	July	Х															
UCLA																	
Application for Renewal	Dec.						Х										